

The City of Renton is accepting applications for

## **TRANSPORTATION PROGRAM COORDINATOR II**

(Represented by 2170 AFSCME)

### **Salary Range:**

**\$ 5,312to \$6,473 per month**

**Date Opened: October 6, 2006**

**Date Closed: Open Until Filled (Revised)**

### **APPLICATION PROCEDURE**

To be considered for this position in the Transportation Division, complete and return a City of Renton **Application Form, Cover Letter, and Resume** on or before the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98055. Postmarks are not accepted.

#### **Applications may be obtained by using the following options:**

- Download an application from the City's website, [www.rentonwa.gov](http://www.rentonwa.gov). Click on Working, then City Jobs Available;
- Request an application via email at [bsandler@ci.renton.wa.us](mailto:bsandler@ci.renton.wa.us);
- Visit the Human Resources & Risk Management Department at City Hall; or
- Call 425.430.7650.

### **NATURE OF WORK**

Under the direction of the Transportation Planning Supervisor, coordinate the transportation capital improvement program for the Transportation Systems Division, including accountability for funding, preparation of the annual Six-Year Transportation Improvement Program, submittal of grant proposals and coordination of transportation program and funding activities with developers, consultants and other departments and agencies. Assure that project specifications and management comply with the requirement for Certification Acceptance, and assist with development and administration of the division budget.

### **REPRESENTATIVE DUTIES**

- Coordinate the transportation capital improvement program for the Transportation Systems Division; prepare the annual Six-Year Transportation Improvement Program, including project descriptions, cost estimates, scheduling and funding.
- Develop and enforce fiscally sound procedures to account for capital management programs; recommend allocation of funds and monitor expenditures for the Transportation Capital Improvement Program, including federal, State, local and private developer funding sources; assist with the preparation and administration of the division budget.
- Assure division projects comply with the requirements for Certification Acceptance; oversee updating of the City of Renton Standard Plans and Specifications for Road, Bridge and Municipal Construction; review project specifications for compliance with City, State and federal regulations and standards.
- Coordinate transportation improvement program construction scheduling, financing and short-range planning with other agencies, including adjacent cities, WSDOT, METRO, King County and other regional and sub-regional agencies.

- Manage and coordinate grant programs, deadlines and activities, including writing grants, monitoring State and federal regulations and assuring that required supportive grant program activities are performed, including the preparation of Transportation Improvement Board arterial deficiency ratings.
- Monitor program, projects and activities for adherence to schedules and compliance with applicable laws and regulations; monitor status of fee accounts to permit timely project inauguration.
- Serve as a staff resource; advise on project progress; assist in policy development; coordinate and implement policies; remain current on State and federal funding programs.
- Work with consultants, other City staff members and outside agencies to expedite and explain program activities and progress.
- Develop and deliver presentations to government and community groups; serve as City liaison with public and private groups and organizations to assist in meeting transportation systems improvement program objectives and regulations; attend meetings and conferences; represent the Department as assigned.
- Develop position papers and memoranda as directed; prepare related reports and maintain records for programs assigned.
- Perform related duties as assigned.

***Representative essential duties are intended to represent the essential duties performed by employees in this class and may not reflect all the duties performed on the job.***

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: four year college-level course work in business or public administration, planning, civil engineering or other related field with at least four years experience in civil engineering, systems development, transportation system problem-solving and analysis or related field and activities which include experience in program/project coordination and supervision of program funds.

### **SELECTION PROCEDURE**

Applicants whose qualifications most closely meet the requirements of the position will be invited to participate in a weighted and competitive selection process consisting of an oral board interview. A 6-month eligibility list may be established following completion of the testing process. The pass point for the oral interview is 70%.

Applicants invited to participate in the selection process, who require ADA accommodation are asked to notify HR&RM at the time they are scheduled for testing. Healthcare provider documentation, attesting to accommodation requirements shall be required prior to testing.

**VETERAN'S PREFERENCE** – In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application along with the Veterans Status form. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. EOE MF-10/06/bcs.